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Supply

**LOGISTICS MATERIEL CONTROL ACTIVITY
CUSTOMER PAMPHLET**

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This pamphlet shows AFMC research, development, test and evaluation (RDT&E) managers, scientists, engineers, and technicians how to use Logistics Materiel Control Activity (LMCA). It implements AFM-CPD 23-2, *Logistics Materiel Control Activity Policy*. All LMCA customers must use this pamphlet. This pamphlet does not apply to Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISION

This pamphlet supersedes guidance that was contained in AFMCPAM 23-202, dated 28 Mar 97, and updates prescribed information.

Section A—General Responsibilities

1. Pamphlet Introduction. If you are assigned to one of the organizations on attachment one, you are supported by a LMCA. This pamphlet will guide you in getting needed supplies and equipment. If you are not assigned to one of these organizations, use standard supply procedures.

1.1. LMCA is the focal point for materiel support as determined by the site commander/director. The LMCA is responsible to the site commander or director and is staffed from the site commander's/director's resources.

1.2. If you have a materiel support problem, contact your LMCA Chief for assistance and customer training as required.

2. The Customer-LMCA Relationship. LMCA was created for you. It was created to remove RDT&E laboratory purchasing from standard channels. This will ensure that RDT&E researchers have the materials that they need - when needed. Managers of an RDT&E function must make sure that personnel are familiar with these procedures, and can consult with the LMCA chief to obtain training on any aspect of this instruction. A close working relationship between you and LMCA contributes to a mutual understanding of the part each of you play to get the best possible supply and equipment support.

3. Proposed Changes and Supplements. LMCA supplements this pamphlet. The supplements provide points of contact (POC) who can resolve supply problems and specific local procedures when AFMCPD 23-2 allows options or contains no specific procedure. Local deviations are not authorized. Send recommended changes to this pamphlet to LMCA for comment. LMCA, in turn, sends them to HQ AFMC/LGSP.

4. Responsibilities for Managing Government Property. Recognizing the importance of research and development, LMCA has special authority to by-pass the standard supply system. Since LMCA procures millions of dollars in supplies and equipment, they have special authority to maintain large inventories of unused expendable supplies. It is extremely important, therefore, to note that there are statutory requirements for managing government property to prevent theft and abuse.

Section B— How to Order and Turn-in Materiel

5. Ordering Materiel. For supplies and equipment and the required materiel not available within your work area, prepare a DD Form 1348-6 (DOD Single Line Item) or a locally developed form using the example in Table 1 on attachment three. LMCA will publish a supplement to this pamphlet to inform you of local conditions for preparing and processing the form. The form used must contain enough information to identify the item and help expedite procurement.

6. Research. LMCA researches your request and determines the method of procurement based on the type of item, the cost, and the required delivery date (RDD). It is, therefore, imperative to include a realistic RDD.

7. Work Stoppage. To determine the priority of your request, ask yourself which of the following happens if you do not receive your request by your RDD. Do you have a:

7.1. Work stoppage.

7.2. Mission impairment.

7.3. Nothing happens - its routine. If the result is a work stoppage or mission impairment, you must furnish a brief, concise, impact statement explaining the impact the lack of supply support will cause. Provide this statement (as required locally) on the back of the DD Form 1348-6 or locally developed form. Your justification will ensure the request is processed ahead of routine requests.

8. Brand-Name Item. When only one manufacturer or brand-name meets your needs, you must furnish a sole source or brand-name justification with your DD Form 1348-6 or locally developed form. LMCA will provide a local format. Other justification may be required if your local operational contracting office identifies specific circumstances.

9. Munitions Items, If your request is for munitions or explosive items, LMCA will assist you in identifying the correct contact points.

10. Civil Engineer Items. Because many civil engineer items are highly subject to pilferage, you must get their approval before sending requests for these items to the LMCA.

11. Equipment Items. For an equipment item, coordinate DD Form 1348-6 or locally developed form with your equipment sub-custodian.

12. Assigns Control Number. LMCA assigns a control number to your DD Form 1348-6 or locally developed form request and returns a copy to you. Use this control number to request any status or follow-up information.

13. Turning In Materiel. Contact the LMCA via telephone or letter to turn in materiel. Contact your subcustodian for equipment items.

13.1. LMCA picks up turn-ins as scheduled. Customer will be notified of delays and re-scheduled pickup dates accordingly. Remember all items must have condition code tags and special considerations for turn-ins such as:

13.2. Attached operating manuals if available.

13.3. Change safe combinations to 50-25-50.

13.4. Purge and tag all items as required.

13.5. Equipment on the Materiel Critical Technology List (MCTL).

14. Hazard Waste Materiels. Contact Environmental Contract Planning to determine if an item contains hazardous materials. If so, obtain a hazardous waste number, the cost of disposal, and unit of issue.

14.1. Special turn-in procedures must be used to dispose of hazardous materiels. The user will:

14.1.1. Put the materiel in a container that is in good condition.

14.1.2. Label the container to show the contents. If unknown, sample it for analysis.

14.1.3. Attach the Materiel Safety Data Sheet (MSDS) with the turn-in documents. If an MSDS was not supplied with the item, contact the Environmental Management office or Hazardous Materiel Cell to obtain one.

14.1.4. List all materials and information on an AF Form 1297, Temporary Issue Receipt.

14.1.5. Forward the AF Form 1297 and MSDS to the MHU who will have the property picked up.

Section C— Logistics Support Stocks

15. General Information. Logistics support stocks include exempt items, work area support stocks (WASS), component stocks, and bench stocks. More than one of these stocks may be located in a work area or work center; however, they must be physically separated from each other. Administrative & janitorial (A&J) stocks are authorized at each LMCA and are centrally located. Key definitions and authorized items follow.

16. Bench Stock. A group of standard items that are used repetitively in predictable time frames that are located in or close to the work area. If the materiel required in your work is repetitive, consult with your LMCA chief to obtain an evaluation of your requirement.

17. WASS. Comprises RDT&E expendable stocks that are ordered for a project, or obtained from other sources (such as contractor residue), and have an anticipated use. A WASS may be established when a particular work center has large amounts of expendable materials exceeding \$5000 in total value. A list of the expendables that are not included as exempt on the storage plan should be developed based on local management needs. This will give visibility to the types of items used. Low dollar value items will not require counting, only individual items costing more than \$99.99. This will demonstrate management awareness of expensive materials in use. Non use of a WASS does not relieve the organization of the responsibility to ensure expensive expendable materials are properly utilized and accounted for. An equivalent locally determined PC based system shall be utilized in lieu of the WASS for this purpose as determined by the site commander/director.

17.1. WASS Requirements Criteria. For those work centers that have requirements to utilize formal WASS listings, the following criteria is established for items in this category (alternative local systems to the WASS must meet the same general requirements):

17.1.1. Create a WASS listing for items that exceed the exempt criteria. Do not have similar items in an exempt area and on the WASS listing. When in doubt, list the item in WASS.

17.1.2. Format for the list and labels are optional, but should be maintained on a computer data base. As a minimum, make an effort to list noun, part number, and location. A quantity is required only for items with a unit cost exceeding \$99.99. Lists and labels should be adequate so that an item stocked can be found on the list, and that items listed can be easily located in a bin or storage area.

17.1.3. WASS listings need to be updated annually. Use a recapitulation general purpose worksheet to monitor use of items with a unit cost exceeding \$99.99.

18. Exempt Items. Most work centers involved in assembly or build up of components, especially for state of the art research, will require “bit and pieces.” An exemption is authorized to allow for unrestricted storage of materials in a specified work area in an amount not to exceed \$5000. This exemption will typically cover such categories as work benches with small amounts of wire, resistors, transistors, and fabrication materials. It will also cover small cabinets containing nuts, bolts, and screws or disassembled components that may be useful to an innovator. It is important to note that alert observation is necessary to prevent abuse of these materials.

19. Component Stock. Consists of end items such as gauges, flanges, “built up” electronic boards or other items. These items are normally used on an end item for a particular test and then held in stock for future tests rather than discarded. No accountability or reporting is required. Normal protection of material and visibility of components is all that is required.

20. Storing and Maintaining Bench Stocks. When bench stocks are authorized, the LMCA Chief is the contact point between the user and base supply. The procedures in AFMCI 23-201, *Logistics Materiel Control Activity Operation Instruction*, explain the organization and use of bench stock.

20.1. LMCA may locally procure those bench stock items the SBSS cannot provide by the required delivery date.

21. Storing and Maintaining Support Stocks:

21.1. Support Stock Plan . Create a storage plan called the Support Stock Plan for each work area that utilizes expendable stocks.

21.1.1. Your division chief must approve the plan identified on attachment two. It must also be reviewed and approved by the LMCA chief. Place a copy of the approved plan in each work area concerned. Plans must be redone and reapproved annually to make sure they are correct and that the security and issue control methods adequately provide internal controls.

21.1.2. The MHU conducts annual reviews of all storage areas and checks the following:

21.1.2.1. There is an approved plan.

21.1.2.2. Information on the plan is current and correct.

21.1.2.3. Bins and listings are properly cross-referenced.

21.1.2.4. Items are not co-mingled between bins.

21.1.2.5. Each work center must keep copies of annual review results in work area for one year.

21.1.3. The plan will identify two specific categories of expendable materials located in the work area concerned--WASS items and exempt items.

21.1.4. Do not count or list exempt items. Simply identify the container (or workbench) with a placard that displays the container number. For example, exempt container #1, etc., number each container, and list the total number of exempt containers in the plan for that work area. A distinction must be made when making this exemption. If a work center contains materiel that exceeds the \$5000 criteria, then you must list the materiel exceeding \$5000 in value on a formal support stock (WASS) listing as discussed in paragraph 3.1.2.

22. A&J Stock: In most cases, these stocks are centrally located in the activity. When the commander or director authorizes a decentralized A&J stock, LMCA publishes procedures for you on how to get these items.

22.1. The LMCA maintains and resupplies these stocks from the base service store or other approved supply sources.

22.2. Only LMCA personnel can shop in the base service store when a central stock is kept.

23. Temporary Storage Area (TSA). TSA is authorized for the purpose of storing R&D materials for anticipated use. For example, expendable materials or equipment items may require long or short term storage until a particular area of research is in full-scale operation, or materials may be unique or expensive to obtain and are simply being saved for later use in an experiment. It may also be necessary to store administrative items such as furniture that would otherwise have to be turned in and reacquired at a later time. The following guidelines are established for using TSA.

23.1. The LMCA chief or designated representative may authorize TSA in writing when a written request is received.

23.2. The first request for TSA use must contain, as a minimum, the following:

23.2.1. NSN and/or part number, if known.

23.2.2. Item name.

23.2.3. POC and telephone number.

23.2.4. Length of required TSA use (not to exceed 12 months).

23.2.5. Special handling or storage instructions.

23.3. To keep the same property in TSA for a second 12-month period, the requester must justify, in writing, the reason and indicate the new length of TSA required. This letter must also include the information in 3.5.2.3 through 3.5.2.5 above if different from the original request. This letter must be approved by the site commander/director/division chief.

23.4. Use of TSA beyond 24 months should be limited to only the most unique cases. Approval beyond the 24 month point must be fully justified and approved by the site commander, director, or division chief.

23.5. Equipment items placed in the TSA must be coordinated between the user, the subcustodian, the LMCA Equipment Control Section and the LMCA Materiel Handling Section.

23.6. To record the movement of TSA, submit the letter to LMCA to authorize storage and ensure that a hand receipt is obtained for your subcustodian.

Section D—Obtaining and Managing Equipment

24. Accounting for Equipment.

24.1. The LMCA chief is the primary equipment custodian reflected on SBSS records for all LMCA supported organizations. The site commander, director, or division chief determines how subcustodians are needed and appoints them, based on the span of control and sound management practices. These subcustodians are responsible to LMCA for all equipment in their organization and for conducting 100 percent wall to wall inventories at least annually. Upon appointment as an equipment subcustodian, the individual must attend local LMCA training and an initial briefing on subcustodian responsibilities. A training guide will be provided at that time to assist subcustodians in preparation of documentation involving all aspects of LMCA supply procedures.

24.2. An equipment pool may be available to share common use items. This ensures maximum utilization of items. The subcustodian can pull from and put items into the pool.

25. Equipment Items Destroyed Supporting R&D Projects. The commander or director may authorize the destruction of Air Force owned items on R&D projects. Project engineers must submit a written request for this authority. The request must include the following:

25.1. Stock number or part number.

25.2. Name of item.

25.3. Quantity.

25.4. Cost.

25.5. Project of task number.

25.6. Justification.

25.7. Project officer's approval.

25.8. Bar code label number.

25.9. Request is approved and signed by site commander, director, or division chief and sent to LMCA. The destruction must not be made until the request is approved and signed.

26. Equipment Shipment. Accountable equipment shipments must be processed through the subcustodian. They, in turn, contact the LMCA Equipment Control Unit (ECU) who controls these shipments and adjusts the accountability record.

26.1. A government procurement contracting officer (PCO) must approve, in writing, all shipments to contractors as government-furnished property.

26.2. Equipment loans must be supported by justification, specific return dates, coordinated with the subcustodian, and approved through LMCA.

26.3. Equipment removed from subcustodian control, such as for TDY of off base use, must have proper documentation.

27. Special Equipment Requests. Process equipment rental requests through LMCA. Requests are required for new, renewed, and extended rentals and equipment replacements.

Section E—Special Procedures

28. Special Procedures for Tool Management . Site Commanders, directors, or Division Chiefs determine tool kit needs and make sure accurate inventory records are kept for tools issued within the organization. Composite tool kits should be used to the greatest extent instead of individual tool kits. Conduct random inventories as needed to ensure proper accountability and discipline.

Gary T. McCoy, Col, USAF
Deputy Director, Directorate of Logistics

Attachment 1

AFMC LMCA-SUPPORTED RDT&E ACTIVITIES

Table A1.1. XXXX.

NAME	LOCATION
AFRL/PSL	Kirtland AFB NM
AFRL/VSOSL	Hanscom AFB MA.
AFRL/PROF	Edwards AFB CA
AFRL/HEOA	Brooks AFB TX
AFRL/HEOF	Wright-Patterson AFB OH
AFRL/HEAO	6030 Kent Road, Bldg 522, Mesa, Arizona 85212
DET1 AFRL/WS/ADTECH	Wright-Patterson AFB OH
95TH SPT/LGSQ	Edwards AFB CA
412th Test Wing (412 TW/TS/Spacemark/LMCA)	Edwards AFB CA
AFRL/MNP/LMCA	Eglin AFB FL
46th Test Wing (46TW/TSTD)	Eglin AFB FL
AFRL/IFOL	Rome NY
388TH RANS/LGS	Hill AFB UT
46th Test Group (46TG/XPOL)	Holloman AFB NM
National Air Intelligence Center (NAIC/MSHL)	Wright-Patterson AFB OH

Attachment 2
SUPPORT STOCK PLAN

REQUESTING ACTIVITY: _____

(Office Symbol/Organization Code)

STOCK LOCATION: _____

(Bldg No.) (Room No.) (Subdivision)

PRIMARY STOCK MONITOR: _____

Name and Rank/Grade Phone No.

ALTERNATE STOCK MONITOR _____

Name and Rank/Grade Phone No.

SECURITY CONTROL METHODS: _____

ISSUE CONTROL METHODS: _____

TOTAL NUMBER WASS CONTAINERS _____

APPROXIMATE NUMBER WASS LINE ITEMS: _____

TOTAL NUMBER EXEMPT CONTAINERS: _____

APPROXIMATE NUMBER EXEMPT LINE ITEMS: _____

APPROXIMATE TOTAL DOLLAR VALUE: \$ _____

DATE ESTABLISHED: _____

DATE LAST REVIEW: _____

DATE NEXT REVIEW: _____

Signature of Two-Letter Office Chief_____
Date_____
MHU Review_____
Date_____
LMCA Chief Approval_____
Date

Attachment 3

INSTRUCTIONS FOR DD FORM 1348-6

Table A3.1. How to Complete DD Form 1348-6--General Information.

1. Column entries are for top portion of the form. 2. Block entries are for the identification data portion of the form. 3. Use additional attached sheets of paper or the back of this form if information does not fit in the blocks of the identification data.	
A COLUMN	B ENTER
1-3	Leave Blank. completed by LMCA as required.
4-7	Leave blank, completed by LMCA, if necessary.
8-22	National stock number, "L" or "P" number, if known.
23-24	Unit of issue (EA for each, GL for gallon, FT for foot).
25-29	Quantity requested (prefixed with zeros, as required).
30	Leave blank, completed by LMCA, if required.
31-33	"Organizational code."
34-35	"Shop code."
36-43	Leave blank.
44	Demand code: "I" for initial issue when this is the first time you have ordered this item. "R" for a request for items which you anticipate repeated future requests. "N" for a one-time request; i.e., you do not anticipate ever needing the item again.
45-50	JOCAS or JON (first 6 digits).
51-61	Leave blank, completed by LMCA, if necessary.
62-64	Required delivery date (RDD). LMCA cannot accept nor process your request without this information.
65-65	Leave blank, completed by LMCA, if necessary.
67-68	JOCAS or JON (last 2 digits).
69-70	Local information determined by your LMCA and published in their supplement to this instruction.

IDENTIFICATION BLOCK	
BLOCK	ENTER
1	Manufacturer's code and part number
2	Manufacturer's name, address, and phone number, if known.
3	Catalog information, to include catalog number, page number, or GSA contract number, if known. A copy of the catalog page should be attached, if possible.
4	Date of catalog or GSA contract.
5	Technical order, figure, and index number, if there is one.
6	Technical manual number, if applicable
1. Column entries are for top portion of the form. 2. Block entries are for the identification data portion of the form. 3. Use additional attached sheets of paper or the back of this form if information does not fit in the blocks of the identification data.	
A COLUMN	B ENTER
7	Name of item requested.
8	Complete item description for part numbered items. Abbreviations can be used if applicable. Commercial terms should be used. Be realistic and use easy to identify purchase descriptions. Use additional sheets of paper, if necessary. Ask yourself the following questions when writing this description: (1) What is it? Start the description with proper noun. (2) What is it made of (paper, wood, steel, aluminum, plastic)? (3) What are the critical elements (shape, size, color, outside diameter, height, weight, length)? (4) What are its principal characteristics (non toxic, technically or chemically pure, high grade, commercial, or construction grade)? (5) What does it do (hold, drives, separates, connects)? (6) What kind of work is it used in (electrical, mechanical, plumbing)? (7) How is it used? Is it mainly used by itself or with something else?
8a	(8) What is it used for (use or purpose)?
8b	(9) Where is it used (component or complete assembly)?
9 thru 9e	Color of item
10	Dimensions of item. Data that applies to end item, if applicable. Office symbol, requester's name, telephone number, unit price, (estimate if unknown).
NOTE: The source of supply's name, address, POC, and phone number may be entered between blocks 10 and 11.	
11	Reviewing or approving authority's signature